



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** 18344 - Branch Chief, Special Events Intelligence Coordinator, NCTC/DOS - GS-15

**Salary Range:** \$134,789 - \$164,200

**Vacancy Open Period:** 10/11/2018 – 10/25/2018

**Position Type:** Cadre

**Who May Apply:** Internal ODNI Candidates

**Division:** NCTC/DOS

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.

## Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

- For a cadre assignment:
  - Current ODNI permanent cadre.

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

## Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.



## Major Duties and Responsibilities (MDRs)

- Provide expert leadership to a professional staff in the development of policies, processes, and procedures to resolve complex internal and external challenges and ensure positive and productive relationship with IC partners, law enforcement community, Office of the Director of National Intelligence (ODNI) leadership, supported DNIRs, and other customers.
- Guide and direct professional staff in the planning and presentation of briefings to interagency groups and senior leadership; attend and facilitate meetings with IC partners and country teams; interact with foreign liaison services at the discretion of the DNIR in-country; train IC partners assigned to support concept of operations for ISSE functions; contribute to after-action reports and lessons learned and incorporate best practices.
- Lead and oversee professional staff in the development of authoritative feedback on internal products and definitive responses to external agency products and taskings related to domestic and international special events to provide increased value to customers.
- Direct the performance of professional staff on multiple long-term projects simultaneously and develop operational plans for special events -Lead and guide teams that will forward deploy to ISSEs and provide reach back to National Counterterrorism Center's (NCTC) network of resources
- Provide leadership to staff in their collaboration and cooperation with IC and United States (US) Government agencies, their designated representatives, and other ODNI elements; maintain and manage positive relationships with IC partners, law enforcement community, NCTC leadership, supported DNIRs, and other customers in planning and managing ISSE.
- Lead staff in the planning and coordination of NCTC's support for domestic special events.
- Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.

## Mandatory and Educational Requirements

- Superior interpersonal, organizational, and problem-solving skills, including a demonstrated ability to work effectively both independently and in a team or collaborative environment.
- Superior ability to direct taskings, assess and manage performance, collaborate on goal setting, and support personal and professional development at all levels of personnel.
- Superior knowledge of the mission, charter, roles and responsibilities of the ODNI, IC, and US Government agencies, as well as how these organizations can effectively cooperate in implementing international security plans and programs.
- Superior ability to plan and coordinate the integration of existing and emerging interagency capabilities to accomplish operational or strategic objectives.
- Superior ability to develop innovative and flexible solutions for complex cross-organizational issues.



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L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Expert ability to lead and guide teams that will forward deploy to ISSEs and provide reach back to National Counterterrorism Center's (NCTC) network of resources
- Superior ability to communicate complex information clearly, concisely, and in a manner that is targeted to and meets the needs of diverse audiences including senior-level policymakers.
- Superior ability to lead interagency planning efforts for complex interagency projects, taking into account a diverse range of considerations and ensuring that the activities can be successfully completed.

## Desired Requirements

None.

## Key Requirements and How to Apply

### Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_C\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov (*David S.*) and faulkti@dni.ic.gov (*Tiffany F.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## All Applicants:

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3955.



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## What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3955; Email: [Recruitment\\_TeamC@dni.gov](mailto:Recruitment_TeamC@dni.gov)

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_COO\\_TM\\_EEOD\\_RA\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto:DNI-EEOD_WMA@cia.ic.gov), by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**